

Assistant Director of Energy Services/Weatherization

Job Summary: Assist in the daily operations of the Energy Services/Weatherization Department.

Major Duties:

- Supervise on-site work of weatherization crew and auditor, provide technical assistance as needed. Coordinate the work activities of the agency's HVAC technician.
- Schedule customers for energy audits. Perform energy audits in accordance with guidelines set by the Division of Housing and Community Renewal's (DHCR) Bureau of Energy Affordability and the agency's Weatherization Assistance Program.
- To observe, investigate, and analyze residential energy consumption with the use of sophisticated technological equipment.
- Complete a computerized energy and building analysis to generate a proposed monetary investment.
- Complete a basic hand drawn or computer generated layout of the unit to be weatherized.
- Complete a work scope based on the findings of the instrumented audit and within the proposed monetary amount.
- Generate a job inventory list based on the approved work scope and assist in the continuity of its movement through the entire job process from inception to completion.
- Maintain detailed project and program files, prepare periodic program reports and supporting information on program operations and production stats as needed for effective management and compliance with funding contracts.
- Performs Quality Control Inspections and certifies project completion.
- Submit a completed evaluation of the unit on a timely basis, taking into consideration: the clients' concerns, federal and state guidelines, instructions from the program director, and proper building construction techniques and practices.

Minor Duties:

- Purchase non-stock items in accordance with the agency's procurement policy.
- Schedule work dates and times with customers and crew. Answer customers' questions and concerns
- Assure that needed materials and expertise are given to crews in a timely manner.
- Contact sub-contractors to arrange pre-approved work. Post-inspect sub-contractor work to ensure compliance with job specifications.
- Post-inspect each job to ensure that all work has been performed to the standards set by the Weatherization Assistance Program.

- Complete a Building Work Summary for certification upon completion of each job and submit it to the program director in a timely manner.
- Test and inspect the heating system(s) of each unit weatherized by agency personnel.
- Assist in the ordering of inventory related to jobs. Assist in the counting of inventory assets as necessary.
- Maintain and uphold client confidentiality.
- Responsible for the proper use and care of tools and equipment. Report unsafe tools or conditions.
- Other duties as assigned by the Director.

Requirements:

- Associates Degree in business, engineering, environmental science or related field preferred with Analyst certification and a minimum of 2 years supervisory experience. **OR** 4 years of energy conservation, weatherization, renewable energy, construction trade or related fields with ability to attain Analyst certification and 2 years supervisory experience. Supervisory experience in a building construction or engineering environment.
- Energy certifications will be required to maintain position: Analyst, Quality Control Inspection, Envelope, Heating and Manufactured Homes.
- Must be organized, able to use audit software, efficient in task management and have excellent communications skills. Must be a self-starter, creative problem-solver with solid computing skills.
- Excellent interpersonal skills and the ability to effectively communicate with people of diverse social and economic backgrounds.
- Maintain a positive attitude with staff and clientele.
- Ability to work well under pressure and exercise good judgement.
- A clean, valid New York State driver's license.

Please send letter of interest and resume when responding to hr@saratogaec.org

For more information about Saratoga County Economic Opportunity Council, please visit our website at <http://saratogaec.org>

Benefits:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Life Insurance
- 401(k) Retirement
- Paid Vacation
- Paid Personal
- Paid Sick Time

SCEOC is a private, nonprofit community action agency serving Saratoga County. We are the designated anti-poverty agency, dedicated to providing and promoting opportunities for individuals and families to achieve self-sufficiency. We are an advocacy organization assisting families and individuals in developing solutions to promote healthy, thriving families and caring community partners. We provide services coordinated at our main office as well and in the county schools. Services include Head Start, WIC, Energy Services/Weatherization, Crisis Intervention, Latino Community Advocacy, Vita Tax Services, Food Pantry, and a Soup Kitchen.

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